

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB99-53

Date: September 29, 1999  
Expiration Date: 12/31/99  
69:103:cg:3230

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: WELFARE-TO-WORK (WtW) INDIVIDUAL PARTICIPANT DATA

The purpose of this information bulletin is to provide reporting information regarding WtW individual participant data (IPD).

The Job Training Automation (JTA) system change release on July 12, 1999, included software changes for transmitting WtW IPD to the Job Training Partnership Division. The WtW IPD is used by the State to generate the data required for the performance bonus system established by the Department of Labor (Training and Employment Guidance Letter 11-97, Change 1, dated February 22, 1999) and to perform a variety of evaluative tasks. The IPD will generate unique participant data for both the unemployment wage record matching, as well as for the telephone follow-up surveys conducted by the University of California at Berkeley's Survey Research Center for WtW.

Since the State uses the monthly reports to verify that all IPD has been submitted, it is important that the monthly reports and IPD be run off the same database reset. Beginning October 20, 1999, both the WtW IPD and the WtW Interim Participant Report are due monthly, by close of business on the 20<sup>th</sup> day of the month for the period ending the previous month. This reporting requirement applies to both the 85 percent and the 15 percent grantees.

We have attached the IPD file layout for 1999/2000. These file layouts provide the length and justification of each required field a description and example of the data which should be stored in the field and a list of the valid codes which may be used for each field. Each Service Delivery Area and competitive grantee will be required to submit the data in these formats, using the coding structures and file layouts provided.

To run the WtW IPD, access JTA, and go to the Main menu. Select MSR, State Reporting, and then select XWPD, Extract WtW Individual Participant Data. Enter the report ending period. This should be the same date as the Monthly Participant Report ending date. A message will display *"File Transfer Complete,"* and a report will be

created in the Report I/O Handler. Standalone SDAs will need to transfer this report to the stateside system as they do their monthly participant reports.

Please ensure this information bulletin is shared with your management information system staff. We appreciate your assistance. If you have any questions about the IPD file structure, please contact the JTA Help Desk at (916) 653-0202. Questions concerning reporting requirements may be directed to Cindy Hobart of the Data Analysis Unit at (916) 654-8285.

/S/ BILL BURKE  
Assistant Deputy Director

Attachments

### Welfare-to-Work Individual Participant Data File Layout

Welfare to Work (WtW) individual participant data (IPD) should be submitted as an ASCII file. The file name will be XWPD\_SDA\_YYYYMM\_99.xtr. "SDA" is the SDA three-letter acronym. "YYYYMM" is the year and month being submitted, for example, "199908." "99" is used for identifying report revisions.

Records must be vertical bar delimited fields. A WtW IPD logical record consists of one record with the wtw\_app layout followed by all corresponding case records in the wtw\_case layout, followed by a blank line.

#### WTW\_IPD\_APP RECORD

FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
subgrnte_cd	Must be three alpha characters	Refer to subgrantee codes in <i>Attachment 2</i> .	3
wtw_app_num	Must be numeric, seven digits, and cannot begin with zero		7
ssn	Must be a valid social security number (SSN)		9
clnt_last_nam	Required		25
clnt_first_nam	Required		25
dt_of_birth	Must be a valid date in format MM/DD/YYYY Must be < than today's date Application date minus birth date must be > 13		10
gendr	Must be 1 or 2	1 Female 2 Male	1
ethnic	Must be a valid code	AA Asian Indian    AI Laotian AB Cambodian    AJ Samoan AC Chinese    AK Vietnamese AD Filipino    AL Other Asian/Pacific Islanders AE Guamanian    BL Black, Not Hispanic AF Hawaiian    HI Hispanic AG Japanese    NA American Indian/Alaskan Native AH Korean    WH White	3

FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
App_dt	Must be a valid date in format MM/DD/YYYY Must be <= today's date		10
App_adrs	Required if mail address is blank		30
App_city	If applicant address is not blank, this field is required.		30
App_st	If applicant address is not blank, this field is required. Must be a valid State code		2
App_zip	If applicant address is not blank, this field is required. Must be a valid ZIP code		5
App_zip_4	Optional		4
App_ph	Must be in format 999-999-9999		12
Mail_adrs	Required if applicant address is blank		30
Mail_city	If mail address is not blank, this field is required.		30
Mail_st	If mail address is not blank, this field is required. Must be a valid State code		2
Mail_zip	If mail address is not blank, this field is required. Must be a valid ZIP code		5
Mail_zip_4	Optional		4
Msg_ph	Must be in format 999-999-9999		12
App_age	Must be numeric and must be >= 14 Must equal application date minus birth date		2
Ctznshp	Required	1 US Citizen 2 Eligible Non-Citizen 3 No	1

FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
Num_depdn	Must be numeric and must be > 0		2
Tanf_case_num	Must be numeric		11
Tanf_30_above	Required	1 Yes 2 No	1
within_tanf_limit	Required	1 Yes 2 No	1
Non_cust_parent	Required	1 Yes, Custodial Parent Receiving Temporary Assistance for Needy Families (TANF) 2 Yes, Custodial Caretaker Receiving TANF 3 Yes, Minor Child Receiving TANF 4 No	1
window_elig	Required	1 Yes 2 No	1
Read_grade_lvl	Must be numeric; format is 99.9 Must be a value 0-16, 88, or 99		3
Math_grade_lvl	Must be numeric; format is 99.9 Must be a value 0-16, 88, or 99		3
Hi_grade_complt	Must be numeric and must be a value < 19		2
wtw_school_dropout	Required	1 Yes 2 No	1
Recd_ged	Required	1 Yes 2 No	1
wtw_educ_status	Required	1 Elementary School    6 Two-Year College Grad 2 Secondary School    7 Four-Year College Grad 3 High School Grad    8 Post-Grad Work/Degree 4 Voc/Tech School    9 No School 5 Some College	1

FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
Lmtd_engl	Required	1 Yes 2 No	1
Teen_preg	Required	1 Yes 2 No	1
Teen_parent	Required	1 Yes 2 No	1
Poor_wrk_hist	Required	1 Yes 2 No	1
Homeless	Required	1 Yes 2 No	1
Dsabl	Required	1 Yes 2 No	1
Subs_abuse	Required	1 Yes 2 No	1
Local_char	Required	1 Yes 2 No	1
wtw_eligy_cd	Required Choices are A, B, AB, or X. X cannot be entered with any other code.	A 70% Provision B 30% Provision X Not Eligible	2
State_match	Required	1 Yes 2 No	1
Init_submit_dt	NULL		NULL
lpd_dt	NULL		NULL
Opr_id	NULL		NULL
Entry_dt	NULL		NULL

## WTW\_IPD\_CASE RECORD

FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
Subgrnte_cd	Must be three alpha characters	Refer to subgrantee codes in <i>Attachment 2</i> .	3
wtw_case_num	Must be numeric, seven digits, and cannot begin with zero		7
wtw_app_num	Must be numeric, seven digits, and cannot begin with zero		7
Enrlmt_dt	Must be a valid date in format MM/DD/YYYY Must be <= today's date and >= application date		10
wtw_enrlmt_cd	Must be numeric	1 New Enrollment 2 Returning Enrollment 3 Concurrent/Transfer Enrollment	1
Pgm_type	Must be numeric	1 70% Formula Program    5 70% Fed. Comp Grant 2 30% Formula Program    6 30% Fed. Comp Grant 3 70% State Comp Grant    7 State Match 4 30% State Comp Grant	1
wtw_grnt_cd	Must be numeric and must be a valid grant code		3
Yoa	Optional		3
Frst_dt_partic_srv	Must be a valid date in format MM/DD/YYYY Must be >= enrollment date		10
Commty_serv	For activity code 01 'Community Services'	1 Yes 2 No	1
we_pgm	For activity code 02 'Work Experience Program'	1 Yes 2 No	1
Pub_emplmt_wg_sub	For activity code 03 'Public Sector Employment Wage Subsidy'	1 Yes 2 No	1
Prvt_emplmt_wg_s	For activity code 04 'Private Sector	1 Yes	1

FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
ub	Employment Wage Subsidy'	2 No	
Ojt	For activity code 05 'On-the-Job Training'	1 Yes 2 No	1
Job_read_serv	For activity code 06 'Job Readiness'	1 Yes 2 No	1
Job_plcmt_serv	For activity code 07 'Job Placement Services'	1 Yes 2 No	1
Post_emplmt_serv	For activity code 08 'Post-Employment Services'	1 Yes 2 No	1
Job_retnsn_serv	For activity code 10 'Job Retention Services'	1 Yes 2 No	1
Supp_serv	For activity code 11 'Supportive Services'	1 Yes 2 No	1
Assmt_serv_cm	For activity code 13 'In-Depth Assessment, Individualized Service Strategy, Case management Services'	1 Yes 2 No	1
Dt_empld	Must be a valid date in format MM/DD/YYYY Must be < today's date		10
Hr_wk	Must be numeric; format is 999.9 Must be a number between 1 and 169		5
Hrly_wg	Must be numeric; format is 999.99		6
wtw_sector_type	Required	1 Fully Subsidized 2 Partially Subsidized 3 Unsubsidized 4 Unsubsidized at Entry	1
Curr_hr_wk	Conditionally required Must be numeric; format is 999.9 Must be a number between 1 and 169		4



FIELD NAME	FIELD DESCRIPTION/EDITS	VALID CODES	FIELD LENGTH
wtw_term_cd	Required	01 Unsubsidized Employment 02 Subsidized Employment 03 In Another Work Activity 04 In Other Training 10 Health 11 Cannot Locate 12 Death 13 Institutionalized 14 Other	2
Term_dt	Must be a valid date in format MM/DD/YYYY Must be >= enrollment date and <= current date		10
Tppf_dt	NULL		NULL
Init_submt_dt	NULL		NULL
lpd_dt	NULL		NULL
Opr_id	NULL		NULL
Entry_dt	NULL		NULL

### Three-Letter Subgrantee Codes

AAO	AADAP, Inc.	NCC	North Central Counties Consortium
ACA	Amador-Tuolumne Community Action Agency	NCI	Northern California Indian Development Council
AGI	American GI Forum, NVOP, Inc.	NDI	New Directions, Inc.
ALA	Alameda County	NOR	NorTEC Consortium Private Industry Council
ANA	Anaheim City	NOV	NOVA PIC
BTE	Butte County	OAK	Oakland City
CDI	Community Career Development (Veterans)	ORA	Orange County
CLT	Carson/Lomita/Torrance Consortium	PAE	Pacific Asian Consortium in Employment
CON	Contra Costa County	PLU	Plumas Job Training Center
COT	Contra Costa County Social Services Department	RCH	City of Richmond Private Industry Council
CRD	Community Career Development, Inc. (WtW)	RIV	Riverside County Private Industry Council
CRO	Charo Community Development	RUB	Rubicon Programs
CRY	Chrysalis	SAC	Private Industry Council of Sacramento, Inc.
DHC	San Diego Housing Commission	SAN	Private Industry Council of Santa Ana
EDS	El Dorado County Dept. of Social Services	SBA	Santa Barbara Private Industry Council
FEO	Fresno County Economic Opportunity Commission	SBI	San Bernardino City
FET	Foothill Employment & Training Consortium	SBE	San Benito County Private Industry Council
FRS	Fresno City/County Consortium	SBY	South Bay Consortium
GSC	Golden Sierra Consortium	SBO	County of San Bernardino Private Industry Council
GWJ	Goodwill Industries of Southern California	SCL	Private Industry Council of Silicon Valley
HAS	Housing Authority of San Bernardino County	SCR	Santa Cruz County
HUM	Humboldt County	SDC	Private Industry Council of San Diego Consortium
IMP	Imperial County	SDH	Sacramento County Department of Human Assistance
ISV	Inter-City Services	SEL	Southeast Los Angeles Consortium (SELACO)
JEI	Joint Efforts, Inc.	SFO	San Francisco Private Industry Council
KIM	Kern/Inyo/Mono Consortium	SHA	Shasta County Private Industry Council
KNG	Kings County	SJC	San Joaquin County Private Industry Council
LAI	Los Angeles City	SLO	San Luis Obispo Private Industry Council
LAO	Los Angeles County	SMC	San Mateo County Private Industry Council
LAV	Los Angeles Veterans Initiative - Inglewood	SOC	South Bay Center for Counseling
LBC	Long Beach City	SOL	Private Industry Council of Solano County
LCA	Labor's Community Service Agency	SON	Sonoma County Private Industry Council
LCC	La Cooperativa Campesina	STN	Stanislaus County Private Industry Council
LCT	Learning Center of Tehama	SWO	Swords to Plowshare
MAD	Madera County	TUL	Tulare County Private Industry Council
MAR	Marin County	VER	Verdugo Consortium
MCS	Mendocino County Department of Social Services Department	VIC	Vietnamese Community of Orange County
MEN	Mendocino County	VNP	Ventura County Private Industry Council
MER	Merced County	VSR	Vietnam Veterans of California - Santa Rosa
MLC	Mother Lode Consortium	YEP	Youth Employment Partnership, Inc.
MON	Monterey County	YOL	Yolo County Private Industry Council
NAP	Napa County		